



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Deputy Commissioner, DRE Sacramento Permanent - Fulltime

The Department of Real Estate is recruiting to fill three (3) positions in its Sacramento Enforcement Office. These positions are permanent, full-time. The Department is located at 2201 Broadway, Sacramento.

NOTE: Filling of these positions is subject to the signing of the Governor's Budget on July 1, 2006.

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Gather and analyze evidence to determine if there has been a violation of law; prepare detailed case analyses; recommend appropriate action.
- Conduct broker office surveys.
- Examine records obtained from various city, county, state, and federal agencies.
- Use a PC to complete and track assignments.
- Answer telephone or in-person inquiries involving matters of real estate.
- Testify at hearings on behalf of the Department.

Required qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify, and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.

Desirable qualifications:

- Excellent attendance.
- Knowledge of California Real Estate law.
- Dependable and reliable.
- Effective oral and written communication skills.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.

DC salary:

Range A	\$2774 – 3157
Range B	\$3232 – 3709
Range C	\$3609 – 4350
Range D	\$3964 – 4773

Who may apply: Current state employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or those transferable to the class. Training and Development assignments may be considered. **Priority consideration will be given to SROA/Surplus employees. Please provide a copy of your SROA/Surplus information letter with your application. NOTE: Filling of these positions is subject to the signing of the Governor's Budget on July 1, 2006.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

For information on the position contact:

Bill Koenig, District Manager
Sacramento Enforcement
(916) 227-0864 or CALNET 8-498-0864

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at www.spb.ca.gov

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.